



STATE PROCUREMENT OFFICE  
EMERGENCY PROCUREMENT

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STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: HEALTH

*Name of Requesting Department*

Pursuant to HRS § 103D-307 and HAR chapter 3-122, Subchapter 10, the Department requests approval for the following:

1. Date or period of Emergency: 3/6/2012

2. After-the-Fact: ☒ Yes ☐ No

3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.

On 03/06/2012 employees in the Emergency Medical Services and Injury Prevention found upon arrival to work that the office space was flooding, due to continuing heavy rain in the area, with approximately two (2) inches of water standing on the carpeted floor throughout three-fourths (3/4) of the office space (approximately 3,000 sf). The flooding has a negative impact on the structural and internal walls, flooring, file/record cabinets, furniture, and computer equipment in the space and has rendered a majority of the space unusable by employees for performance of their state duties. If the immediate needs of extracting the water and drying the floor and walls of the office space were not conducted, the probable result would be further degradation of the walls coupled with a greater potential for mold and mildew to develop which would likely result in increased time and higher cost to remedy the affects of the flooding.

4. Vendor/Contractor/Service Provider Name:

BELFOR PROPERTY RESTORATION

5. Amount of Request:

\$ 8,000.00 (estimated)

6. Describe in detail the emergency goods, services, or construction and explain why it is necessary.

The contractor is extracting the water in the carpet and drying the carpet and internal walls in the office space. This urgent work is essential to minimize development of mildew and mold, minimize associated cost to restore the work space, and minimize the loss of state time for employees serving the public needs.

7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted.

The Emergency Medical Services and Injury Prevention System Branch received four (4) quotes to provide the required service. The contractor selected is the lowest price, available to begin work on the day required, 03/06/2012, and registered in Hawaii Compliance Express. Other vendors proposing service were either not registered in Hawaii Compliance Express, offered a higher cost proposal, or were not available to begin work on the date requested, 03/06/2012.

8. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process, and has 1) appropriate written delegated procurement authority; 2) completed mandatory training; and 3) who SPO may contact for follow up inquiry, if any.

(Type over "example" and delete cells not used.)

Name of Department Personnel	Division/Agency	Phone Number	E-mail Address
Terry Joyce	DOH/EMSIPSB	733-9217	terry.joyce@doh.hawaii.gov

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.  
I certify that the information provided is to the best of my knowledge, true and correct.**

\_\_\_\_\_  
Department Head Signature

3/16/12  
\_\_\_\_\_  
Date

**For Chief Procurement Officer Use Only**

Chief Procurement Officer (CPO) Comments:

Pursuant to Governor's Proclamations dated March 6 and 8, 2012, no action is required.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or  
bonnie.a.kahakui@hawaii.gov.

☐ Approved

☐ Disapproved

☒ No Action Required

Adams. J. [Signature] 3/22/2012  
\_\_\_\_\_  
Chief Procurement Officer Signature Date